When an agency needs to make a payment for a specific amount or reduce future wage for a specific amount they can use **Subtype 3009 Retro Adjustment** in **IT0015 Additional Payments**. **Note:** Retro Adjustments should never be used if the function desired can be achieved through other means of KHRIS processing.

From the SAP Easy Access Menu you would need to enter **PA30** in the transaction field as shown below.
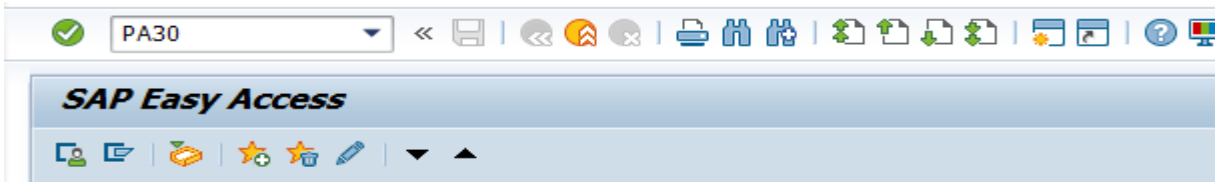
Once you are in **PA30 Maintain HR Master Data** you will Select **IT0015 Additional Payments** on the Payroll tab and choose **3009 Retro Adjustment** in the **STy** (subtype) field.

Enter the date (from and to date must be the same date) you want to use to create the Retro Adjustment in the period field and click create   . **Note:** The date of the transaction must be in the period you want to make the adjustment and the employee must be active status on that date.

Using **Subtype 3009 Retro Adjustment**, enter a positive amount to create **payment** in the **Amount** field or a **negative** amount to reduce the next payment in the **Amount** field.

0015 Additional Payments			
Wage Type	3009	Retro Adjustment	
Amount		963.42 USD	Ind.val.
Number/unit			
Date of origin	10/02/2017		
Default Date			
Assignment Number			
Reason for Change			

Agencies MUST utilize **Maintain Text** to document the reason for using **Subtype 3009 Retro Adjustment** in **IT0015 Additional Payments.** Before exiting the **IT0015 Additional Payments,** click on **EDIT** on the top line and from the dropdown box select **Maintain Text**.

Infotype Text

```
1    this is the 24 pay differnece for salary- money earned but not yet paid
2    for his hours employed 8/1/15 to 10/2/15.
3
```

This will open up a free form text box and the HRG can enter an explanation of why the **Subtype 3009 Retro Adjustment** entry is necessary. Once the need for the adjustment has been documented in **Maintain Text,** click the ⊟ icon to save the text.

Note: Making a note in **Maintain Text** does not replace the agency need to maintain documentation related to the payment or adjustment.